

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director, O/CD
FROM : Director of Training
SUBJECT: Additional Help for Librarian on Loan from O/CD

DATE: 14 August 1951

STAT

1. The Head of the CIA Intelligence School informs me that []
[] on loan to the School as librarian from your office, will be in need of
additional personnel as the School expands.

STAT

2. It is expected that the student body of the next class in October
will number about fifty and by next summer about one hundred.

3. As it is, even with a small class at present, the librarian is loaded
with work, attending to the library requests connected with the students' written
assignments. [] has to be away from her desk frequently in order to at-
tend to business in "M" Building where further library selections are constantly
being made.

STAT
STAT

4. It is recommended that one GS-5 Clerk-typist be assigned to []
[] on a permanent basis in order to meet this problem.

STAT

STAT

[]
MATTHEW BAIRD